

## ***SECTION 2***

### ***RULES FOR CONDUCTING THE RFI PROCEDURE***

#### **2.1. Introduction**

This Request for Information (RFI) includes instructions regarding the format and content of the information to be submitted. Should interested parties need clarification or discover material errors in this RFI, they should email the Department Contact provided in Section 1 of the RFI.

#### **2.2. Development and Submission of the Response**

##### ***2.2.1 Understanding the State's Needs***

In order to prepare a meaningful response, the interested party should carefully examine the entire RFI and related materials.

##### ***2.2.2 Electronic Copy of the RFI***

The State will provide access to this RFI on the **CALNET II homepage** at [www.dgs.ca.gov/td](http://www.dgs.ca.gov/td). Click on Network Services. The document will be available for downloading in Microsoft Word format.

##### ***2.2.3 Questions Regarding the RFI***

Interested parties that require clarification of the intent, content, or procedural matters in regard to the process of this RFI may submit questions by e-mail with a subject line marked “Questions Relating to CALNET RFI ”, to the Department Contact provided in Section 1.

To ensure a timely response, questions are to be sent no later than the date provided in Section 1. Questions and answers will be made available to interested parties online at the **CALNET II homepage**. The parties submitting questions will not be publicized in the question and answer document.

##### ***2.2.4 Interested Party Intent to Submit a Response***

The State may need to adjust the review schedule to accommodate the number of responses; therefore, interested parties are asked to email, by the date specified in Section 1, their intent to submit a response. The State is also interested in reasons for not submitting a response.

**NOTE: The submission of a response does not constitute any commitment on the part of the interested party except that the submitted information is correct to the best of the respondent's knowledge. Also, the right to compete in future procurements is not affected in the event that the party chooses not to submit a response to this RFI.**

### ***2.2.5 Preparation and Submission of Responses***

#### **2.2.5.1 Completion of Responses**

Interested parties may respond to all or a portion of the RFI, as applicable. Responses should be detailed, straightforward and concise. Hard copies, colored displays, promotional materials, etc., are not necessary or desired. Refer to **Section 6** for response format.

#### **2.2.5.2 Response Contact**

Responses must contain the contact information of the authorized representative including title, telephone number and e-mail address.

#### **2.2.5.3 Respondent Costs**

Costs for developing responses are the responsibility of the respondent and shall not be charged to the State.

#### **2.2.5.4 Delivery of Responses**

Responses should be emailed to the Departmental Contact on or before the due date as specified in Section 1. The subject line should read “Response to CALNET II RFI”. Responses received after specified date will not be considered for the RFP.

### **2.3. Other Information**

#### ***2.3.1 No Expectation of Confidentiality***

There should be no expectation of confidentiality after the Notice of Intent to Award is posted for any materials provided to the State in response to this RFI.

#### ***2.3.2 Protests***

Since this RFI is not a request for proposal on goods and services, and no commitments are required of either party, protests are not appropriate and will not be considered by the State.

#### ***2.3.3 Disposition of Proposals***

All material submitted in response to this RFI will become the property of the State of California.